

Minutes of the Regular Meeting of the City Council of the City of Manchester
Monday, May 22, 2017

Mayor Kramer called the meeting to order at 5:00pm.

Roll call of members present: Dean Sherman, Mary Ann Poynor, Dan Stelken, Connie Behnken, Ron Struble. Absent: None.

Mayor Kramer presented Service Awards to Erin Learn for 15 years of service as City Clerk and Greg Bahls for 6 ½ years of service to the Street Department.

Donna Boss introduced Caryssa Philgreen, the new Delaware County Tourism Director.

Motion by Struble, seconded by Behnken to approve the agenda as presented. Motion carried, all ayes.

Dog Park

Dr. Kurt Johnson, Dog Park Committee, addressed the Council regarding the proposed dog park in Manchester. There has been a committee of community members working over the last several months to establish a dog park in Manchester. Most recently they have been working on narrowing down a location for the proposed parks. Dr. Johnson stated that they would like to see the park located on a parcel of property the City owns adjacent to the Vine Street Well House. The location is close to the City walkways, there is access to water, room for parking, an established grassy area, and minimal work will be necessary on the site. Dr. Johnson discussed with the Council the cost estimate for the park, grants available, and the layout of the park on the proposed site.

Council Member Stelken asked about access to the well house. Dr. Johnson responded that there would be access to the well house, the park would not obstruct that.

Council Member Sherman expressed concern about the Vine Street location as it would limit access to his property. Sherman also noted that his daughter and son-in-law have purchased land in that area and are starting a hops vineyard and it would impact their access as well.

Chuck Ungs, Dog Park Committee Member, commented that part of the committee's discussion has included granting an easement near the triangle of the property to allow for access.

Rhonda Edwards, 472 South Brewer Street, commented that she lives on the property directly in front of the proposed dog park and she is concerned about parking as her access to her property is off of Vines Street. She also expressed concern about damage to her plantings as well as increased trash and traffic, and asked that the dog park not be located there.

Cookie Cole, 1031 Gales Street, asked how large the dog park will be. Dr. Johnson responded that the proposed park is approximately two acres.

Scott Hermanson commented that he had invested a significant amount of money on 25 acres of land and his ability to utilize that land relies on field access granted by Dean Sherman. Mr. Hermanson further commented that the park would negatively impact the ability for equipment to access the land, and asked the Council to consider a different location for the park.

Dr. Johnson stated that these are the initial plans and this was the site that had risen to the top, there are other locations that can be investigated.

Jackie Sherman, 413 South Wayne Street, commented on the lack of shade trees at the proposed site and discussed the water and fencing for the park with the Council.

Council Member Sherman stated that as chairman of Manchester Good to Great, he is fully supportive of a dog park in Manchester but he has concerns about this proposed location. Sherman noted he has a conflict of interest because he owns land adjacent to the park, and is concerned about access for farm machinery to his property. Sherman discussed with those present other potential locations.

Council Member Poynor stated that she is supportive of the project but doesn't feel they've found the right location for it yet.

The Council discussed the layout, separate small and large dog areas, park hours, and noise.

Council Member Stelken stated he likes the idea of a dog park but feels more research needs to be done on the location.

Council Member Behnken commented that she supports a dog park as well but also has concerns about this location primarily related to the traffic on the Brewer Street s-curve.

Those present discussed options for a location. Following discussion, the Council asked the Committee to investigate other potential locations, noting they are very supportive of the creation of a dog park in Manchester.

Consent Agenda

- 2.1 Approval of the minutes of the May 8, 2017 City Council meeting
- 2.2 R-060-2017 Resolution Approving Bills
- 2.3 Acknowledge Receipt of City Reports & Minutes
- 2.4 Liquor License Applications
- 2.5 Downtown Incentive Program Grant Payments
- 2.6 R-061-2017 Resolution Amending Salary Resolution (Seasonal)
- 2.7 Review decision of the Board of Adjustment to approve the request of J's Auto, for property located at 1112 West Main Street, for a conditional use permit for the purpose of placing a sequencing messaging sign
- 2.8 Approve request of the Manchester Area Chamber of Commerce to close the 100 block of South Tama Street every Saturday morning from 6:30-10:30am May 27 through October 7 for the Farmers Market
- 2.9 Approve request of the Manchester Area Chamber of Commerce to use the City Parking Lot on East Main Street on August 12, 2017 for the Bacon -n-Hops Event
- 2.10 R-062-2017 Resolution Waiving Right to Review Plat (Glew)
- 2.11 R-063-2017 Resolution Approving Employee Handbook
- 2.12 Approve payment of claims totaling \$10,737.75 to Fehr Graham for engineering services
- 2.13 Approval of the Consent Agenda

Mayor Kramer reviewed the items on the Consent Agenda with the Council. Motion by Sherman, seconded by Stelken to approve the Consent Agenda. Motion carried, all ayes.

Bills approved for payment:

VENDOR	REFERENCE	AMOUNT
ACCENT LASER	TONER	204.85
ACCESS SYSTEMS LEASING	COPIER FEES	340.56
ACE BODY SHOP	POLICE CAR REPAIR: INS REIMB	3,982.80
AFLAC	PAYROLL WITHHOLDINGS	445.35
ALLIANT ENERGY	ELECTRICITY	16,232.36
AMAZON	SUPPLIES	144.09
AUNT EMMY'S	ACQUISITION ASSISTANCE	3,466.00
BAKER & TAYLOR BOOKS	LIB MATERIALS	1,275.84
BARRON MOTOR	PARTS	34.09
BRYANT C BUCK	LIB BOOK	10.00
CLIFFORD D BUNTING	EIRHA CONFERENCE	47.62
CENTER POINT	SUPPLIES	127.62
CITY LAUNDERING	MAINTENANCE	95.52
CITY OF MANCHESTER-FLEX	PAYROLL WITHHOLDINGS	909.57
COLIBRI SYSTEMS N AMERICA INC	SUPPLIES	1,356.45
COLLECTION SERV CENTER	PAYROLL WITHHOLDINGS	292.52
CORE DISTINCTION GROUP LLC	HOTEL PROFORMA	2,500.00
DATA TECHNOLOGIES	EBILLING	642.50
DEL CO E911	2016 HERO HUSTLE PROCEEDS	2,700.00
DEL CO SOLID WASTE COMMISSION	LANDFILL	941.80
DELAWARE INVESTMENTS	PAYROLL WITHHOLDINGS	375.00
DEMCO	LIB MATERIALS	1,393.10
DIAMOND VOGEL PAINTS	SUPPLIES	2,724.60
DON & WALT, LLC	POOL REPAIR	66.04
DMASWA	REFUSE	425.25
EFTPS - FED,FICA,MEDICARE	PAYROLL WITHHOLDINGS	18,830.60
ELM USA,INC	MAINTENANCE	21.50
ERIN LEARN PETTY CASH	COMPLEX CONC START-UP CASH	300.00
FAREWAY STORES	SUPPLIES	355.24
FOX, DONALD R	SUPPLIES	1,329.76
GRUNDY NATIONAL BANK	PAYROLL WITHHOLDINGS	485.00
HACH CO, INC	CHEMICALS	839.85
HAUSERS WATER CONDITIONING	D-45	20.00
HAWKINS, INC	CHEMICALS	470.60
HERITAGE PRINTING, INC	STAMP	18.00
HITECH COMMUNICATIONS	ALARM BATTERIES	124.99
HOGAN, BARB	REIMB CONFERENCE	12.46
UNDERGROUND LOCATION COMPANY	LOCATES	87.90
INGRAM LIBRARY SERVICES	LIB MATERIALS	78.14
IPERS	PAYROLL WITHHOLDINGS	21,014.09
J & R SUPPLY, INC	SUPPLIES	114.70
KARR, LLC	SUPPLIES	693.18
KATHY'S SEWING SHOP	UNIFORM	24.00
KLUESNER SANITATION LLC	GARBAGE/RECYCLING CONTRACT	20,430.21
LAURYN'S KEEPSAKES	FACADE GRANT	6,040.92
MACKIN EDUCATIONAL RESOURCES	LIB MATERIALS	356.16
MAINSTAY SYSTEMS, INC	DUAL MONITOR STAND	291.00
MANCHESTER MOTOR SUPPLY	PARTS	106.99

MID COUNTRY MACHINERY	SUPPLIES	437.25
MID-IOWA PETROLEUM SERVICES	TANK MONITOR REPAIR	1,872.85
MID-IOWA SOLID WASTE	SEWER HOSE	333.31
MIDWEST BUSINESS PRODUCTS	SIGNAGE	36.00
MIDWEST TAPE	LIB MATERIALS	407.62
MIKE L VORWARD	MOWING CONTRACT	145.00
MYERS-COX CO	SUPPLIES	2,308.08
PIERCE MANUFACTURING INC	FIRE RESCUE TRUCK	272,946.00
PITNEY BOWES	POSTAGE	108.50
PRONTO MART	FUEL	78.25
RADIO COMMUNICATIONS	REPAIR	92.35
REGIONAL MEDICAL CENTER	DRUG TEST	30.00
RYAN, MIKE	REIMB POSTAGE SUPPLIES	53.96
SHERE, ANGELA	REIMB CONFERENCE	639.50
SPRAY-LAND USA	SPOT SPRAY	285.00
STATE HYGIENIC LABORATORY	LAB TESTS	451.00
IOWA DEPT OF REVENUE	SALES TAX	5,133.21
SUE'S FLOWER & GARDEN CTR	FLOWERS	66.00
SUNSHINE BOY WINDOW CLEANING	MAINTENANCE	44.00
TEAMSTERS LOCAL 238	PAYROLL WITHHOLDINGS	347.00
THE PENWORTHY COMPANY	LIB MATERIALS	186.37
THREE RIVERS FS	FUEL	2,737.89
TOP GRADE EXCAVATING	PAY EST #2: 2017 STREETS	231,664.37
TREASURER STATE OF IOWA	PAYROLL WITHHOLDINGS	3,069.00
TRI-TECH FORENSICS, INC	COLLECTION KIT	63.34
UNITY POINT CLINIC-OCCUPA	DRUG TEST	37.00
VAN METER & ASSOCIATES	SEPCTROMETER	103.33
VANTAGE TRANSFER AGENTS	PAYROLL WITHHOLDINGS	758.08
VICK, TIMOTHY J	REGISTRATION FEE	155.00
WELLMARK	HEALTH INS	2,124.07
WINDSTREAM	PHONE & INTERNET	1,078.22
PAYROLL CHECKS		50,717.88
TOTAL ACCOUNTS PAYABLE		691,288.25
	FUND TOTALS	
	GENERAL	117,736.08
	HOTEL MOTEL TAX	2,500.00
	FIRE TRUCK RESERVE	272,946.00
	ROAD USE TAX	19,559.67
	POLICE SPECIAL USES	46.66
	PARK GIFT & TRUST	2,700.00
	LIBRARY GIFT & TRUST	188.32
	DOWNTOWN INCENTIVE	9,506.92
	STREET PROJECTS	231,664.37
	WATER	18,162.98
	SEWER	16,277.25
	TOTAL	691,288.25

Public Hearing on the proposed vacation of the alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision
Mayor Kramer opened the Public Hearing at 5:53pm.

Mayor Kramer informed the Council that Joe Hildebrand has requested the City vacate the alley described as having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision, which is adjacent to land he owns on West Main Street. Mayor Kramer further noted that the Planning & Zoning Commission has reviewed the request and recommends approval.

Joe Hildebrand commented that he is bringing in fill to raise the property out of the flood plain to get it ready to develop. Hildebrand stated he had been working with adjacent property owners and has his attorney preparing paperwork to address their concerns. He has also been working with The Burrington Group on the development of the site.

Council Member Stelken asked about access to the land in that area. Mr. Hildebrand responded that there will continue to be access, and he will work with the adjacent property owners to insure that.

Council Member Struble asked if the whole alley needed to be vacated. Mr. Hildebrand responded that he was primarily interested in the alley that runs between his parcels.

The Council discussed the timeline and process for the alley vacation, the concerns of the neighboring property owners, access, the impact on flooding, and the proposed development.

Randy Hahn, owner of 201 River Street, stated that one of his main concerns is what the construction will do to flood elevations in the area and the impact on his property. Mr. Hildebrand responded that he is working with Jason Wenger, The Burrington Group, to have a study done on the impact and also a survey of the land.

The Council discussed past flooding events. The Council also read a letter from Paul Roussell, Bob Stephen Motors, regarding his concerns on the vacation.

There being no further written comments on file and no further comments to be heard, Mayor Kramer closed at 6:12pm.

Mayor Kramer noted the Council can either proceed with the first of three considerations required for an ordinance or they can wait until the work is completed by The Burrington Group and the adjacent property owners have come to an agreement.

Motion by Stelken, seconded by Sherman to proceed with the first consideration and adoption of Ordinance 004-2017 An Ordinance Vacating a Portion of an Alley described as an alley having a nominal width of 20 feet beginning at River Street and running easterly 356.5 feet through Lot 2 of Ballard's Subdivision. ON CALL OF ROLL: AYES: Stelken, Sherman, Behnken. NAYS: Struble, Poynor.

Public Hearing on the Proposed Budget Amendment for the Fiscal Year ending June 30, 2017

Mayor Kramer opened the Public Hearing at 6:18pm.

City Clerk Erin Learn reviewed the budget amendment with the Council, noting most of the changes were related to the 2017 General Obligation bond issue.

There being no written comments on file and none to be heard, Mayor Kramer closed the Public Hearing at 6:21pm.

Motion by Struble, seconded by Poynor to adopt R-064-2017 Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2017. Motion carried, all ayes.

Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates

Motion by Behnken, seconded by Sherman to waive the second reading of Ordinance 003-2017 and proceed to third consideration. Motion carried, all ayes.

Motion by Behnken, seconded by Stelken to approve third consideration and final adoption of Ordinance 003-2017 An Ordinance Amending the Code of Ordinance of the City of Manchester, Iowa, by Amending Provisions pertaining to Water Rates and Sewer Rates. Motion carried, all ayes.

Ordinance 005-2017 An Ordinance Amending the City Code of the City of Manchester, Iowa by Amending Chapter 41.14 Fireworks

City Manager Vick informed the Council that Iowa recently passed legislation legalizing the sale and discharge of consumer fireworks in the state. Under the law, the City cannot prohibit sales of consumer fireworks, however City Staff believe that the City has the ability to regulate the structures they are being sold from. The law does allow cities the ability to prohibit or limit the use of fireworks within the community through the passage of an ordinance or resolution. City Manager Vick reviewed a draft ordinance related to the sale and use of consumer fireworks within the City with the Council.

Following discussion, the Council asked for input from the Fire Chief and the Police Chief and that the ordinance be brought back to a future meeting.

Construction Project Updates

None.

Reports

City Manager Vick updated the Council on the progress at the former Smitty's location.

Motion by Behnken, seconded by Poynor to adjourn 6:40pm. Motion carried, all ayes.

Milt L. Kramer, Mayor

Attest:

Erin Learn, City Clerk